CLAIMS

What is claimed is:

1.   A method for selectively scanning a document, the method comprising

the steps of:

identifying a desired scan region of a document via scannable instruction indicia;

scanning the indicia; and

scanning the desired portion of the document to encode contents thereof.

2.   The method of claim 1, wherein the scannable instruction indicia are

disposed on the document.

3.   The method of claim 1, wherein the indicia include a code corresponding

identifying a predetermined region of a scannable page.

4.   The method of claim 1, wherein the indicia include a boundary

designation at least partially surrounding the desired scan region.

5.   The method of claim 1, wherein the scanning step includes generating

instruction data representative of the indicia, and wherein the method includes the step

of comparing the instruction data to a data set including a spatial designation of the

desired region.

6.   The method of claim 5, wherein the data set includes a plurality of

spatial designations corresponding to desired regions of differing size.

7. The method of claim 5, wherein the data set includes a plurality of spatial designations corresponding to desired regions of differing placement on a document page.

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8. A method for selectively scanning a document, the method comprising the steps of:

providing a scannable document support including an instruction region and a document region;

10 supporting the document on the document region of the support;

defining a desired area to be scanned via indicia in the instruction region, the desired area including at least a portion of the document region; and

scanning the indicia and the desired area.

15 9. The method of claim 8, including the step of storing data representative of only a portion of the document located in the desired area.

10. The method of claim 8, wherein the indicia include machine and human readable indicia.

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11. The method of claim 8, wherein the support includes a base and an optically transparent overlay, and wherein the document is supported between the base and the overlay.

12. The method of claim 8, wherein the desired area is at least partially identified by a border.

13. The method of claim 12, wherein the indicia include a designation of the

5   border.

14. The method of claim 13, wherein the designation includes a designation of a desired border color and wherein the border includes a line of the desired border color.

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15. The method of claim 13, wherein the method includes the step of drawing the border on the document or the document support.

16. A method of reducing data produced in a document scanning operation,

15   the method comprising the steps of:

providing a document on a support, the document support having a scannable area;

providing instruction indicia, the instruction indicia identifying a desired spatial region less than the scannable area;

20   scanning the instruction indicia; and

scanning a portion of the document including the desired spatial region.

17. The method of claim 16, wherein the instruction indicia are provided on the document support.

18. The method of claim 16, wherein the document is removably supported on the document support.

5   19. The method of claim 16, wherein the scannable area has a scannable width and the desired region extends over less than the scannable width.

20. The method of claim 19, wherein the step of scanning a portion of the document includes scanning a width of the document greater than the desired region,

10   and wherein the method includes the step of storing data representative only of the desired region.

21. A system for selectively encoding a document portion, the system comprising:

15   a document having a portion to be encoded;

an instruction support including indicia representative of instructions for encoding the desired portion of a document;

a scanning device configured to generate signals representative of the indicia and of the portion of the document; the scanning device encoding the portion of the

20   documents in accordance with the instructions following scanning and interpretation of the indicia.

22. The system of claim 21, wherein the document is supported on the instruction support.

23.   The system of claim 21, further comprising a memory circuit for storing a data set representative of user selectable instructions.

5   24.   The system of claim 23, wherein the memory circuit is included in the scanning device.

25.   The system of claim 21, wherein the scanning device is configured to scan a region larger than the desired portion and to pare data from a resulting data set to

10   eliminate data corresponding to regions outside the desired portion.

26.   The system of claim 21, wherein the indicia include machine readable indicia and a human readable textual description of the machine readable indicia.

15   27.   The system of claim 21, wherein the indicia include a border surrounding the desired portion.

28.   The system of claim 27, wherein the border is provided on a transparent sheet overlying the document.

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29.   An apparatus for identifying a selected spatial region of a document for scanning, the apparatus comprising:

an instruction support having at least one scannable face;

instructional indicia disposed on the support, the indicia identifying a selected

25   region of a document to be scanned.

30.   The apparatus of claim 29, wherein the instructional support includes an

instruction area and a document area, and wherein the selected region lies within the

document area.

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31.   The apparatus of claim 30, wherein the support includes a transparent

overlay sheet secured to a base, the document area being provided between the base and

the overlay sheet.

10   32.   The apparatus of claim 29, wherein the support includes a plurality of

borders identifying regions corresponding to user selectable instructional indicia.